



UPLB Industrial Engineering Students' Organization &  
Department of Industrial Engineering



# TIPPS

THESIS - INTERNSHIP - PRACTICUM PREPAREDNESS SEMINAR



**Be Informed**  
16 MARCH 2017

- Available Tracks
- Schedule of Requirements
- Assignment of Advisers



**Be Prepared**  
08 JUNE 2017

- Do's and Don'ts in Data Gathering
- Polishing Problem Statement and Objectives
- Examining Root Cause Analysis
- Review of Literature and Research Gap



**Be Sharp**  
FIRST SEM 2017

- Alternatives Generation
- Measuring Improvement
- Tips in Defense Presentation

## MESSAGE FROM THE DEPARTMENT CHAIR



Welcome to your UPLB BSIE Program Course Tracks. These tracks provide you first hand involvement on the actual work in the field and can give you an invaluable research experience that can further hone your skills that you can carry on towards your professional life. After graduation, you are expected to apply these knowledge and skills for the needs of the institution you will be working for whether this is manufacturing, service, government agencies, or academic institutions.

This material provides you details about your upcoming thesis, practicum, or IIP-SP track. Rules, grading system, answers to FAQs, testimonials from successful graduates about the benefit of this tracks, academic schedules and guides are among the items included in the material. You are expected to satisfy the minimum requirements of IE200, IE200a, and IE198/IE190 in order to complete the program. Enjoy your journey and savor this once in a lifetime experience. Good luck and God bless.

A handwritten signature in black ink, appearing to read 'Haerold'.

**Haerold Dean Z. Layaoen**  
Chairman, IE Department

*The Department of Industrial Engineering dedicates  
this handbook to our students.*

*Policies and rules change, but our collective desire to prepare you  
as competent and excellent industrial engineers is unwavering.*

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While most of the core courses in the first BS IE Curriculum were adopted from the UP Diliman IE program, a distinct feature of the UPLB Curriculum is the inclusion of "research capability development courses", namely IE 200 and IE 200a. Students are expected to complete 6 units of Thesis (IE 200) or Practicum (IE 200A).

Realizing that IE 200A became a bottleneck course in the IE curriculum as most companies do not allow the release of proprietary data, the Industrial Engineering Department proposed a change in the program structure where the IE 198 - IE 190 track replaces the IE 200A track. Approved in 2014, the new track adds flexibility by offering two options: (a) solving a course-related problem in the student's internship company, and (b) proposing suitable solution to an academic or industry problem not necessarily related to the internship program.

#### IE 200 - Thesis

The thesis track is an opportunity for the student to contribute to the body of knowledge. The successful completion of the course attests to one's capability in conducting a scientific research related to the field of industrial engineering.

#### IE 198 - Internship

The primary objective of this course is to let students experience first-hand actual industrial engineering work in a real setting.

As expressed in CHED Memo 15 Series 2008, the prescribed length of Internship is 240 hours (6 weeks). Of the total 240 hours, at least 200 hours should be devoted to actual internship conducted within company premises. Other activities that may be counted to complete the total time include processing of relevant documents and attachments, undertaking required medical tests, consultation with adviser, and preparation of reports.

The work in the area of internship should cover IE-related tasks. It is also allowed that two or more students can be assigned to the same department doing more or less the same kind of work and tasks. However, accompanying submissions should be done separately and individually. Furthermore, if a special problem for IE 190 is available, only one student can use the said topic for IE 190.

#### IE 190 – Special Problem

Topics of the special problem should be able to demonstrate the ability of the student to (a) create new knowledge, or (b) address a need of significance importance to a company or the public in general, or, (c) solve an actual industry problem that will benefit a company. The topic concerned should be related to the industrial engineering field. Lastly, the difficulty of the problem, or the effort needed to appropriately address it, should meet the standards set by the department.

Thesis (IE 200) and Special Problem (IE 190)

## A. Final Defense (70%)

*Panel members will provide separate grades.**Final defense grade will be multiplied by 80% in case of redefense.*

- |  |     |     |
|--|-----|-----|
| 1. Manuscript                              |     | 70% |
| a. Analysis                                | 35% |     |
| b. Application of IE and TQM Tools         | 15% |     |
| c. Organization                            | 10% |     |
| d. Level of Difficulty of the Problem/Case | 10% |     |
| 2. Presentation                            |     | 30% |
| a. Mastery of Report/Organization          | 20% |     |
| b. Audio-Visual Aids                       | 5%  |     |
| c. Grooming and Posture                    | 5%  |     |

## B. Revised Final Paper (30%)

*Only the adviser will grade the revised paper.*

- |  |     |     |
|--|-----|-----|
| 1. Analysis                                |     | 60% |
| 2. Application of IE and TQM Tools         | 20% |     |
| 3. Organization                            | 10% |     |
| 4. Level of Difficulty of the Problem/Case | 10% |     |

Internship (IE 198)

## A. Adviser's Evaluation (60%)

- |   |     |     |
|---|-----|-----|
| 1. Internship Report                      |     | 40% |
| a. Systems Documentation                  | 25% |     |
| b. Application of IE Tools and Techniques | 40% |     |
| c. Potential Problems / Improvements      | 20% |     |
| d. Student's Reflection                   | 15% |     |
| 2. Progress Report and Journal            | 20% |     |

## B. Employer's Evaluation (40%)

- |  |     |
|--|-----|
| 1. Line-item Evaluation (Attachment 6) | 20% |
| 2. Over-all grade (Attachment 6)       | 20% |

General Rules

1. Before letting your adviser sign the COI, ensure that you have talked to your adviser, have outlined the plan of study, and possibly have prepared your topic proposals.
2. The adviser can unilaterally disapprove a presentation schedule of his/her advisee due to (a) failure of the student to consult regularly, (b) non-satisfactory paper submitted as assessed by the adviser.
3. No-rescheduling policy. Non-submission of presentation materials and paper on the official deadline will result in the cancellation of defense schedule. No more rescheduling. For students with two schedules (1 outline and 1 final), failure to submit paper required for outline defense renders the first schedule invalid. The student may opt to use the 2nd schedule for outline defense (but not for final defense).

	<b>Regular Semester</b>	<b>Midyear Term</b>
Outline Defense	Wednesday one week before defense schedule	3 days before the defense schedule
Final Defense	Monday one week before defense schedule	2 days before the defense schedule

4. For outline defense, paper should contain all chapters prior to Results and Discussions.
5. The panel members may decide to ask the students to redefend his/her work or simply let the student revise minor corrections with the aid of a roundtable discussion or individual consultation. Redefense, if necessary, should be scheduled 2 weeks after the final defense or the end of class, whichever is earlier. Redefense will likewise merit deductions (refer to grading system).
6. In case of redefense of the outline defense, the student will be given 1 week. The student will submit new draft and presentation material on the day of the redefense.
7. In case of redefense of the final defense, the student will be given 2 weeks. The student will submit new draft and presentation material on the day of the redefense.
8. Two to four weeks after the final defense / redefense (but within the deadline for the submission of revisions), depending on the panel's recommendation, the student is required to submit a final draft together with the summary of revisions made.

### Internship Rules

9. A grade of DRP will be given if the student is registered but no company accepted the student. Students who started late in their internship must be informed that they may get an INC if they failed to meet the prescribed internship hours. As a simple guideline, a student who failed to find a company before the midterm (of the midyear) will be given DRP.
10. MOUs and attachments are due during the registration period. Thus, a student who failed to submit the required attachments (MOUs, Waiver, etc) before the midterm (of the midyear) will likewise be given DRP. Special consideration will be given to students who can submit supporting documents justifying the delay. Insurance documents covering the internship period, however, should be submitted before the start of the internship. This rule generally aims to ensure the protection of the student.
11. An INC will be given if the student finds a host company, but he failed to submit assessment requirements (completion of 200 hrs, Internship Report, Employer's Evaluation) before the deadline.

### Special Problem Rules

12. For IE 190, a grade of INC will be given if the student has an approved topic but fails to finish all the other requirements. A progress report covering initial sections of Results and Discussion and supporting data as instructed by the adviser will be required to get an INC. Otherwise, the adviser may opt to give DRP.
13. A grade of DRP (remark: no basis for evaluation) will be given if the student fails to defend his topic proposal and/or submits the required documents.

### General Tips

1. Always know the purpose of the data gathering. This requires a complete grasp of the problem being addressed. Collecting layout data might be irrelevant for a capacity problem, isn't it? Conducting time study just for the sake of performing it is not really being productive. While in some instances, data unintentionally gathered might come handy in the future, ensure that you're putting your time and resources in collecting data important for the issue at hand. Focus!
2. Think ahead. We usually miss important data sets because we fail to anticipate their role in future analyses. Examples: We have previous demand data but we fail to ask for future's forecast demand. Remember that we will be preparing for the future, not simply revisiting the past. Consider another illustration. You suggest to transfer work of one operator to another as you claimed that the latter is idle most of the time. Anecdotal evidences are weak and may not be accepted. Measure.
3. Learn to breakdown the problem. Not exactly 100% of the problem is caused by a single factor. Learn to breakdown the problem; decompose according to the contribution of the root causes. Each may require separate data requirements.
4. As much as possible, demand data should expose long-term patterns, if any, such as trend and seasonality. Hence, try to get demand figures for a relatively long period of time.
5. Document and investigate outlier situations. Do not let a fluke spike in demand destabilize your forecasts, nor a showy operator ruin your time standards.
6. Upon completion of the internship and an SP topic is found, there is a 90% chance that you will be required to go back to the company to get additional data. Maintain good communication with your bosses and officemates by updating them regularly.

### Work Measurement Tips

7. Time study versus work sampling versus pre-determined time systems vs standard data and formula. Know the advantages and limitations of these techniques. Choose wisely depending on the purpose and time restrictions. We perhaps have biases at the start. However, in most instances, there is one specific technique that fits our requirement.
8. If possible, time work elements, not the whole operation. Aside from reducing sample size requirement (as this will reduce variability), this will be important when you want to measure improvement when there is a suggestion to eliminate some of the work components. Using this approach, we can also detect foreign elements (that are eliminated in the final computations).

9. We usually use work sampling to breakdown worker time into productive and non-productive components. We sometimes forget that work sampling is equally capable in developing standards especially for highly-variable tasks. However, this can only be done if the total output is being recorded during the observation period, a usual mistake committed by students.
10. Rate properly. This is very basic but most students fail to correctly do this. Rating produced tends to be low, which, if inappropriate, is detrimental to the workers. Review rating techniques.
11. Add allowances. Especially for capacity planning problems, allowances are very important. Extra allowances for setup, clean time, recording, etc should be applied. Fatigue and personal needs allowances should be incorporated to ensure that the worker can sustain the activity. A usual cause of inconsistency between the computed standards and the actual results is the lack of provision for allowances. Know when to use  $ST = NT(1+\%A)$  and  $ST = NT / (1-\%A)$ .
12. To ensure validity of results, enough sample size, as computed, should be observed.
13. Validate! Imagine you are in your defense presentation and a panel member points out that based on your standards, the company can produce 1,000 units daily, but only 500 units are met by the company. He asks you to explain, but your response is: "that is the result of the time study." We know where this is heading... Validate results. Ensure that all relevant pieces of information are accounted for. You should be able to explain the deviations, if any.

- 1. Which between the Thesis and Internship-SP Tracks is more advisable to be taken by its students?*

The department does not prefer one over the other. However, a student who prefers experience in the industry may find Internship-SP Track more valuable, while another who aspires to join the academe may choose the Thesis track.
- 2. Upon taking units in one track, are students allowed shift to the other track?*

That is possible, though it means that you have encountered difficulties in the first track chosen. Consult with your adviser. With your adviser's permission, accomplish the necessary forms to shift from one track to another.
- 3. Can we take IE 198 (Internship) during the regular semester other than the Midyear Term?*

Yes, as long as your schedule permits. Since you need to render 200 hours to the company, this is highly possible only for situations wherein the student only has very few, if no, other coursework units during that semester.
- 4. If the internship does not yield an acceptable special problem topic due to reasons such as company not having problem and/or not releasing required data, should we shift to the Thesis track.*

While that option is open, we advise that you remain in the IE 198 - IE 190 track. IE 190 offers great flexibility that you may cover topics not really related to your internship host company.
- 5. Does the size of the company where I work for internship matter? Will it affect the validity and grading of my manuscript?*

Strictly speaking, the size of the company is not a direct factor in grading your work, which significantly depends on the problem/solution you are working on. However, size of the company may indirectly affect your grade. To illustrate, in some cases (but not all), large companies offer little room for improvements if their processes are already well-studied and analyzed. Too small ones may limit the impact that you can do and may not even meet the difficulty standards required in SP. So indirectly, company size does matter. But remember, regardless of company size, the analysis you have made is the single most important factor that will affect the grading.
- 6. How can I complete an INC grade in IE 198 (Internship) or IE 190 (Special Problem)?*

In both cases, simply complete the lacking requirements of the course such as completion of required internship hours and submission of report, journal, DTR (for IE 198), and final defense and required revisions (for IE 190). You have one full academic year to complete the said requirements. Do not forget to accomplish the Completion Form so that you can be graded.

7. *When can we start our Internship*

For the midyear term, it is generally advised that you start your internship during the start of class. Minor deviations are allowed such as starting a little early (few days before registration) or a little late (few days after late reg). Just ensure that you have submitted required documents prior to the start of the internship. Too late start will be barred as well especially if the student needs to extend to the company way after the start of the First Semester.

8. *If a topic has been approved, is there a chance that it will be rejected in the middle of the semester or defense?*

Approval of the topic during the outline defense ensures that the student may now proceed with the next steps of the study. However, there are reasons why sometimes the thesis/special problem gets stuck. These include (a) significant root causes of the problem identified after the outline defense are not non-controllable (i.e., beyond the scope), (b) lack of supporting data to support analysis and effectiveness of solutions, (c) the problem ceases to exist as the study takes too much time to be completed. In short,

9. *Is senior standing a requirement before we take thesis / Internship / SP?*

The official prerequisite of IE 198 is COI. But in order to ensure that the student has enough knowledge before being sent to internship sites, the department uses IE 151 as a soft prerequisite. The same is true for IE 200 and IE 200A. Meanwhile, 5<sup>th</sup> year standing is a prerequisite of IE 190.

10. *Can we take IE 190 first before IE 198?*

Technically, IE 198 is not a prerequisite of IE 190. However, we do not allow students to enroll in IE 190 without IE 198, which we impose via the COI. The motivation behind this is to expose the students to the industry where the student can find inspiration for special problem topic.

11. *Is the data still valid if it is gathered in Midyear term but I have to write my paper on the 2nd semester?*

You can still use the data gathered in the Midyear. But you will be required to update and gather some more for some of the data sets especially the critical ones. Thus, it is important to maintain close communication with your host company even after internship to ensure that you can still access some data that your panel will eventually require.

*Do you have other questions in mind?*

*Please do not hesitate to inform us your concern. It might probably be published in next year's TIPPS Booklet.*

Source: UPLB IE Graduates Tracer Study

- It greatly improved my analytical and documentation skills which is of great use to my career.
- Doing the manuscript for IE 200a helped me improve in analyzing data and formulating own series of steps and procedures to come up with what is needed. It is also a good practice for IEs to execute IE tools well. It also enhanced time management skills.
- Employers tend to ask about the practicum (even if not related to the business of the company) more than the grades. It helped me impress employers.
- I was able to work under pressure. It helped me improve my writing and oral skills. I was more attentive to every little detail and I always make sure that the number / data I present are accurate.
- It allowed me to identify and solve a problem using a systematic approach, and critically analyze the data gathered and presented in order to determine the potential root causes. It made me a resourceful individual when thinking of possible solutions, avoiding myopia on the issue.
- IE200a encouraged me to think critically and perform more in-depth analysis of situations. In my current job, it is always necessary to think beyond what your data tells you; and IE200a gave me enough opportunity to practice that kind of thinking.
- More than the study itself, the process of creating the study is more important.
- I became more critical with my work. I became an effective researcher. I developed my knowledge on quantitative and qualitative research methods. I improved my skills in using statistical tools and techniques.
- It teaches every student how to be overly prepared, how it is under pressure, how to organize thoughts, how to deal with difficult people, and a lot more.
- It has helped a lot in developing the needed attitude towards work like patience, high analytical skills, and the ability to effectively discuss and defend your thoughts on the project.

*At the end of the internship and special problem, the student will be required to answer an online evaluation of the program. We will be glad to hear your thoughts and feedbacks.*



2016 Best Thesis

*A Strategic Framework for Globally Competitive State Universities and Colleges: A Case Study Approach in the University of the Philippines Los Baños*

Allen Lemuel G. Lemence  
Study Proponent

Engr. Micah A. Ramirez  
Study Adviser

Abstract

*The study developed a strategic framework for state universities and colleges (SUCs) to achieve global competitiveness in connection to the common indicators used in the Quacquarelli-Symonds (QS) and Times Higher Education (THE) international university rankings. By conducting a comprehensive review of literature, interviews with key personnel, and document requests, the researcher identified and analyzed facilitators and barriers related to the performance the University of the Philippines Los Baños (UPLB), a representative institution of SUCs, in the selected ranking systems. The study determined that UPLB is improving its performance in research output, research productivity, and international student population. Meanwhile, UPLB is declining in the faculty-to-student ratio and in international faculty population. Furthermore, it was determined that UPLB generally lags relative to other top performing ASEAN universities. Qualitative and quantitative targets were developed with respect to some ASEAN universities. In this context, four priorities were proposed under this framework: global competitiveness agenda, research, faculty-to-student ratio, and international outlook. Government and public support are also expected for the success of the SUCs to achieve global competitiveness.*



2016 Best Special Problem

*Improvement of Overall Maintenance Cost of Machines in CDC Manufacturing Corporation, Caloocan City, Philippines*

*Erick Louise SP Sioson  
Study Proponent*

*Engr. Kathleen B. Lee  
Study Adviser*

Abstract

*A preventive maintenance schedule on 2015 at CDC Manufacturing Corporation plant was implemented to reduce the occurrences of breakdowns, however, annual overall maintenance costs were PhP 6,362,946.41, and in fact increased by PhP 293,313.01 from 2014. Aside from this, there is only about 15.74% reduction of machine occurrences, which is short from the goal of 25%, and only 56.63% of the prepared schedule was performed, not able to reach the target of 85%. With these difficulties, the study aimed to reduce the total annual maintenance costs by PhP 1,517,408.42; to reduce the occurrences of breakdowns by 25%, and to achieve at least an 85% accomplishment rate from the prepared maintenance schedule. Why-why analysis was used to identify the root causes that contribute to the ineffective preventive maintenance schedule. Proposed actions to address these root causes include following a prepared maintenance checklist per type of machine when conducting preventive maintenance and alternative schedules to the current PM schedule. Three alternative schedules were proposed, and they were evaluated through overall maintenance costs. The proposed PM schedule based on maintenance costs was chosen. With the implementation of this alternative, annual frequency of breakdowns can be reduced by 36.14% and there is a 100% accomplishment rate.*

Let's try to break the ice. Approach your panel within the Midyear or early First Semester, and introduce yourself. Have a small chat, and know an item or two about them. Consult with them your progress afterwards.

*My Adviser:* \_\_\_\_\_

*Areas of Interest:*

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*Adviser's Advice:*

---

*Panel Member:* \_\_\_\_\_

*Areas of Interest:*

---

*Favorite Hobbies:*

---

*Panel Member:* \_\_\_\_\_

*Areas of Interest:*

---

*Memorable Childhood Experience:*

---

*Panel Member:* \_\_\_\_\_

*Areas of Interest:*

---

*Notable Teaching Experience:*

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## Thesis

For students taking their first 3 units

Submission	Deadline	Date Submitted	Receiver's Signature
Before Registration			
Consent of Instructor – Enlistor's copy	05 June		
During Registration			
TIPPS 2.0	08 June		
Signup for Presentation Schedule	13-14 June		
During the Midyear Term			
First Draft (Chapters 1 – 4) to Adviser			
Revised First Draft to Adviser			
Two Days Before Outline Presentation (Last Day of Defense is July 13)			
First Draft to Panel Members			
Presentation Materials to Panel Members			
A5. Schedule of Presentation			
First Day of Finals			
Revised Draft to Adviser	17 July		

For students for final defense

Submission	Deadline	Date Submitted	Receiver's Signature
Before Registration			
Consent of Instructor – Enlistor's copy	05 June		
During Registration			
TIPPS 2.0	08 June		
Signup for Presentation Schedule	13-14 June		
During the Midyear Term			
Final Draft to Adviser			
Revised Final Draft to Adviser			
Three Days Before Final Presentation (Last Day of Defense is July 13)			
Final Draft to Panel Members			
A8. Grading Sheet Attached to Final Draft			
Presentation Materials to Panel Members			
A5. Schedule of Presentation			
One Day Before Redefense (Last Day of Redefense is July 17)			
A5. Schedule of Presentation			
Upon Completion of the Manuscript			
Acceptance Sheet with panel's signature	19 July		
Hardbound copy	22 July		
CD Copy of the Manuscript	22 July		
Acceptance Sheet with Chair's signature	22 July		
Photocopy of Acceptance Sheet – Adviser	22 July		
Photocopy of Acceptance Sheet – Dept	22 July		

# MY FUTURE SCHEDULE

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*Schedule for the Regular semester*

*Deadlines will be announced at a later time.*

Submission	Deadline	Date Submitted	Receiver's Signature
<b>Before Registration</b>			
Consent of Instructor – Enlistor's copy			
<b>During Registration / Early Weeks of Classes</b>			
TIPPS 3.0			
Signup for Presentation Schedule			
<b>Within the Semester</b>			
Final Draft to Adviser			
Revised Final Draft to Adviser			
<b>Wednesday a Week Before the Outline Defense</b>			
Final Draft to Panel Members			
Presentation Materials to Panel Members			
<b>Friday a Week Before the Outline Defense</b>			
A5. Schedule of Presentation			
<b>Monday a Week Before the Final Defense</b>			
Final Draft to Panel Members			
A8. Grading Sheet Attached to Final Draft			
Presentation Materials to Panel Members			
<b>Friday a Week Before the Final Defense</b>			
A5. Schedule of Presentation			
<b>Three Days Before the Redefense</b>			
A5. Schedule of Presentation			
<b>Two to Four Weeks After Defense</b>			
Revised Final Draft			
List of Revisions Made			
<b>Upon Completion of the Manuscript</b>			
Acceptance Sheet with panel's signature			
Hardbound copy			
CD Copy of the Manuscript			
Acceptance Sheet with Chair's signature			
Photocopy of Acceptance Sheet – Adviser			
Photocopy of Acceptance Sheet – Dept			

## MY FUTURE SCHEDULE

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*Schedule for the Next Regular semester (just in case you need more than one)  
Deadlines will be announced at a later time.*

Submission	Deadline	Date Submitted	Receiver's Signature
Before Registration			
Consent of Instructor – Enlistor's copy			
During Registration / Early Weeks of Classes			
TIPPS 3.0			
Signup for Presentation Schedule			
Within the Semester			
Final Draft to Adviser			
Revised Final Draft to Adviser			
Wednesday a Week Before the Outline Defense			
Final Draft to Panel Members			
Presentation Materials to Panel Members			
Friday a Week Before the Outline Defense			
A5. Schedule of Presentation			
Monday a Week Before the Final Defense			
Final Draft to Panel Members			
A8. Grading Sheet Attached to Final Draft			
Presentation Materials to Panel Members			
Friday a Week Before the Final Defense			
A5. Schedule of Presentation			
Three Days Before the Redefense			
A5. Schedule of Presentation			
Two to Four Weeks After Defense			
Revised Final Draft			
List of Revisions Made			
Upon Completion of the Manuscript			
Acceptance Sheet with panel's signature			
Hardbound copy			
CD Copy of the Manuscript			
Acceptance Sheet with Chair's signature			
Photocopy of Acceptance Sheet – Adviser			
Photocopy of Acceptance Sheet – Dept			

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Date: \_\_\_\_\_ Faculty Consulted: \_\_\_\_\_

Summary of Discussion

This handbook is prepared by:  
Student Progress Committee of UPLB Department of Industrial Engineering

A softcopy version is available online.  
[die.uplb.edu.ph](http://die.uplb.edu.ph)